

MARYLAND HIGHER EDUCATION COMMISSION

Out-of-State Online Education Registration Form

Renewal Registration (July 1, 2016– June 30, 2017)

In order to avoid the posting of a financial guarantee, it is recommended that registration materials be submitted six months prior to the date when registration will expire.

Name of Institution:

Web Address:

OPE ID Code:

Chief Executive Officer:

Mailing Address:

Telephone:

Email Address:

Institutional Liaison: Name and title of the individual who will serve as the liaison for online education registration to the Maryland Higher Education Commission.

Name:

Title:

Mailing Address:

Telephone:

Email Address:

Please provide the following information:

- Carnegie Institution Type and Size (<http://carnegieclassifications.iu.edu/>)

Institution Lookup at (http://carnegieclassifications.iu.edu/lookup_listings/institution.php)

Type (Control) ☐ Public Institution ☐ Private Non-Profit ☐ Private For Profit

Size and Setting (Ex: M4/NR): _____

- Number of Maryland Students enrolled in fully online programs, as such programs are defined by [Education Article, §11-202.2, Annotated Code of Maryland](#) (Fall 2015 enrolment):

- Application Fee Enclosed (Based on Fall 2015 enrollment noted above):

☐ \$500 (20 or fewer students)

☐ \$1,000 (More than 20 students enrolled)

PROPOSED START DATE:

Applications should be submitted at least 6 months prior to the proposed start date.

Registration must occur each fiscal year (July 1st through June 30th) to continue offering online education to Maryland students.

*******CERTIFICATION*******

I hereby affirm that the information provided on this online education registration form and its attachments are accurate and complete and further agree to comply with the [Annotated Code of Maryland](#) and the [Code of Maryland Regulations \(COMAR\)](#) governing Out-of-State degree-granting institutions offering online education to Maryland students.

Date

Signature of Chief Executive Officer/President

Applications may be submitted via email to Onlinereg.mhec@maryland.gov (please note the specific requirements for submitting the data report and list of online programs). Please submit any documents requiring signature to:

Director of Program Review and Compliance
Out-of-State Online Registration
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
410-767-3301

A copy of the relevant regulations and this registration form may be found at the Maryland Higher Education Commission's web site, www.mhec.state.md.us, under the heading of "Postsecondary Institutions".

*****SUPPORTING DOCUMENTATION*****

Only a complete registration form with all supporting documentation can be acted upon. Per Maryland Regulations, an application is complete on the day on which an out of state institution submits documentation satisfactorily to the Secretary that the institution has completed the application process.

Check each item that is attached and label with the corresponding letter.

A. ☐ Registration Fee (COMAR 13B.05.01.06.(2) (a - b))

The institution shall submit a non-refundable application fee. The fee is based on the number of Maryland students enrolled in fully online programs, as such programs are defined by [Education Article, §11-202.2, Annotated Code of Maryland](#) . For an institution with 20 or fewer Maryland students enrolled (Fall 2015 enrollment data), the application fee is \$500. For an institution with more than 20 Maryland students enrolled (Fall 2015 enrollment data), the application fee is \$1,000. The institution's check should be made payable to: Maryland Higher Education Commission. Please provide the original check and a photocopy of the check with your application.

B. ☐ Accreditation

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to online education. If any of your online programs require specialized/program accreditation, provide evidence of that accreditation.

C. ☐ Financial Guarantee

If the institution is or will be enrolling Maryland students before registration is issued, within thirty (30) days of submitting the complete application, a financial guarantee shall be provided. The amount of the financial guarantee shall be five (5) times the average annual total program tuition and fee costs payable by an individual Maryland student enrolled at the institution.

Only a performance bond or letter of credit is acceptable to the Commission. Please refer to the templates available under renewal forms. The original performance bond or letter of credit must be submitted; photocopies will be deemed insufficient documentation.

D. ☐ Ownership Information

Identify the type of ownership of the institution (corporate, limited liability company, other business entity); (continued on the next page)

Provide a list of officers and directors; if a corporation, provide a list of stockholders owning 10% or more of the voting stock; if a limited liability company, provide a list of members with voting or management authority

If the institution is a wholly owned subsidiary or is otherwise affiliated with another corporation(s), limited liability company, or other business entity, include the requested information for the affiliated business entity.

E. ☐ Financial Statement

Provide the most current institutional financial statement that has been reviewed by an independent accountant retained by the institution.

F. ☐ Good Business Standing

Provide proof of good business standing in the state in which the central administration of the institution is incorporated. Public institutions should provide the charter or statute as documentation of good standing.

G. ☐ Good Academic Standing

Provide proof of good academic standing **with the home state authority**, or if none such exists, with the accrediting body of the institution.

H. ☐ List of Online Programs

Provide a list of all fully online programs that will be offered to Maryland students on the "Online Program List Form." Include tuition and fee costs for each program. *The List of Online Programs must be submitted as an Excel spreadsheet to onlinereg.mhec@maryland.gov.*

If a program has an internship/externship/clinical/practica that would take place on the ground in the State of Maryland:

Pursuant to COMAR 13B.02.01.03B(12)(a)(i), "'operate in Maryland' means (to) ... (c) have more than ten (10) students, in a single program, placed simultaneously at one site in the State in a supervised internship, practicum, or field experience as a required part of a degree or certificate program, unless the internship, practicum, or field experience (COMAR 13B.05.01.11). The report must be submitted by May 30, 2015 and can be found on the MHEC website under "Out of State Online Registration".

In the event that the institution places more than ten (10) students simultaneously in a single program, at one site in Maryland in a semester, then the institution will need to apply for state authorization.

I. ☐ Principles of Good Practice for Online Education

Provide evidence that the institution adheres to the Principles of Good Practice for online education as outlined in [COMAR 13B.02.03.22\(C\)](#)

(Please note that each section of the Good Practices requirements must be completed by the institution. Faculty handbooks and other materials may be submitted to support your narrative; however, supplemental materials may **not** be submitted in lieu of the narrative.)

J. ☐ Refund Policy

The *Refund Policy* affirmation is now included under the President's affidavit.

K. ☐ Data Reporting Requirements

Following the first registration, with each subsequent application for registration, an institution shall submit all data reports on Maryland students required by the Maryland Longitudinal Data System in the form required by the Commission. **This report must be submitted electronically to Koliwe.moyo1@maryland.gov via encrypted email; any other form of submission will not be accepted.**

L. ☐ Affidavit from CEO/President

Submit the **notarized** affidavit from the CEO/President affirming:

- that the institution has not filed for bankruptcy protection,
- that the institution is in compliance with the refund policy established by the Maryland Higher Education Commission ([COMAR 13B.05.01.10](#))
- willingness to abide by the provisions for online education established by the Education Article, § 11-202.2, Annotated Code of Maryland and [COMAR 13B.05.01](#) of the Code of Maryland Regulations, and
- that the institution will promptly notify the Maryland Higher Education Commission of all matters referenced in [COMAR 13B.05.01.11](#).

M. ☐ Student Complaint Process

Provide information describing the process for the filing and resolution of student complaints, including informing students that the institution is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
410-528-8662/888/743/0823 (toll free)

N. ☐ Web Page Posting Requirements

Provide a copy of the web page that is responsive to the posting requirements specified in Education Article, § 11-202.2(c)5, Annotated Code of Maryland.

Make public and post on the institution website:

- Information on its registration with the Commission: and
- The process for Maryland students to make complaints about the institution.